

**DOCUMENT NAME: Option/Purchase  
of Real Property  
DAFIS DOCUMENT TYPE: 24**

1. **Description:** This procedure is utilized for processing Treasury checks to obtain an option for the purchase of real property.

2. **Primary Forms:** DOT F-4200.1, Procurement Request

Copy of authorization from Commandant (G-ECV) citing project number and funding data for obtaining an option for closing the purchase.

Copy of the correspondence appointing the negotiator of this purchase.

Copy of the Statement of Just Compensation established by Commandant (G-ECV).

3. **Related Forms:** None.

4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 2494904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
24	94	90	4	F	AB	001	

5. **Accounting Line:** If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/3/5T/032/00/0/356200/75130/3211

6. **FINCEN Critical Processing Requirements:**

a. All the Primary forms must be forwarded as a complete package.

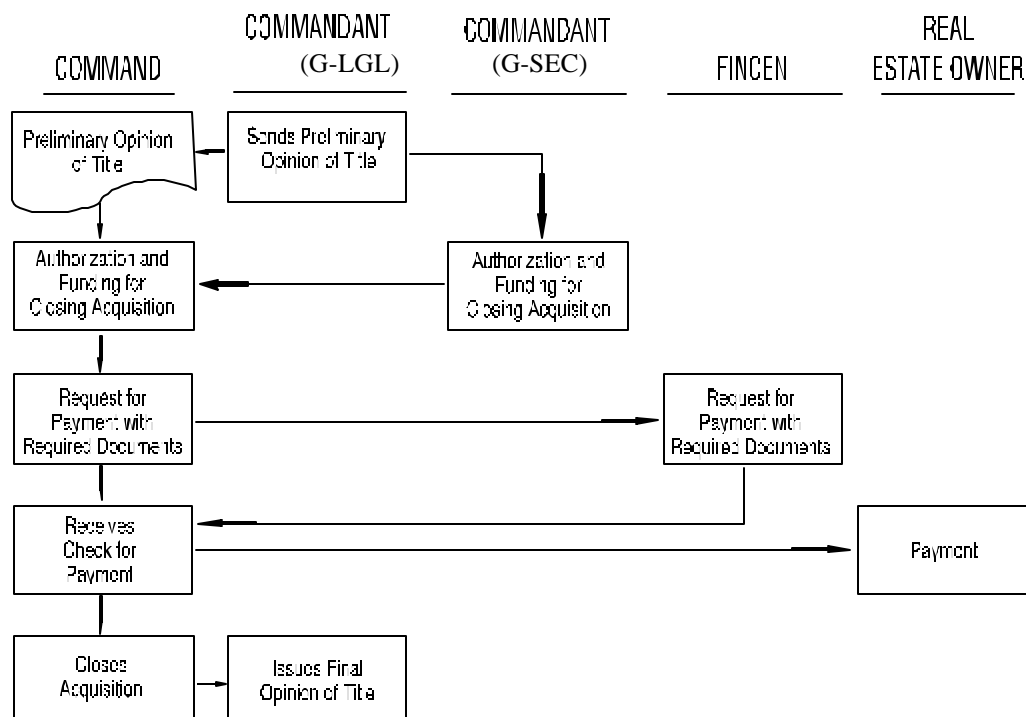
b. Procurement request must contain the following:

- (1) Payee's name.
- (2) Check mailing address.
- (3) DAFIS accounting data.
- (4) Standard DAFIS document number.
- (5) Total amount requested.



9. a. (1) Figure 12D-22 describes the procedures for processing the Purchase Option on Real Property.
- (2) Command submits appraisal(s) for review to Commandant (G-SEC).
- (3) Commandant (G-SEC) sets just compensation and authorizes command to negotiate the option.
- (4) Command receives funding authorization and accounting data for obtaining the option from Commandant (G-SEC).
- (5) Command appoints a negotiator if this has not already been done.
- (6) Negotiator negotiates the option with the owners of the real estate to be purchased.
- (7) The command submits Preliminary Opinion of Title Assembly to Commandant (G-SEC) for approval.
- (8) The command submits authorization from Commandant (G-SEC) to exercise the option.
- (9) Command requests the FINCEN to process a check for the option by forwarding documents to the FINCEN (OPB). The command should allow ten (10) days from the date the FINCEN received the appropriate documents to receive the check.

b. Exercise an Option:



**Figure: 12D-23 Exercise an Option for the Purchase of Real Property**

9. b. (1) Figure 12D-23 describes the procedures for exercising the option to Purchase Real Property.
- (2) Command receives Preliminary Opinion of Title from Commandant (G-LGL).
- (3) Command receives authorization from Commandant (G-SEC) to proceed with closing.
- (4) Command receives authorization and accounting data from Commandant (G-SEC) for closing and acquisition.
- (5) Command forwards documents to the FINCEN requesting a check be processed for the purchase. Command should allow ten (10) days from the date the documents are received at the FINCEN to receive the check.
- (6) Command closes the acquisition.
- (7) Commandant (G-LGL) issues the Final Opinion of Title.

**10. Sample Forms:** See Figure 12D-24.

**11. PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
2494904FAB001000	103F	94010F202	12345	3211	0.00	0.00	0.00	18000.00

**12. References:** COMDTINST M11011.9, Real Property Management Manual.

READ INSTRUCTIONS ON REVERSE

NO CARBON REQUIRED

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DEPARTMENT OF TRANSPORTATION					PROCUREMENT REQUEST PROCESS RAPIDLY		PROCUREMENT REQUEST NO. 2194904FAB001		
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT John J. James (212) 668-8000					2. TYPE OF REQUEST (Check one) A. <input checked="" type="checkbox"/> NEW REQUEST B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____				
3. ORIGINATING OFFICE DATA COMMANDING OFFICER, USCG CIVIL ENGINEERING UNIT BLDG. 107, GOVERNOR'S ISLAND, NEW YORK, NY 1004-5039					4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)  Sam E. & Sue B. Jones				
5. APPROVALS									
APPROVING OFFICIALS		ROUTING SYMBOL	DATE	INTERNAL ROUTING		6. CONSIGNEE AND DESTINATION			
(a)		(e)	(c)	INITIALS	ROUTING SYMBOL				
(1) AUTHORIZED REPRESENTATIVE									
Bartholamew T. Brown									
(2) ACCOUNTING CERTIFICATION OFFICER									
(1)						7. DATE(S) REQUIRED			
Carolyn K. Cover						8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO (If "YES," see per. 8 of instruction on reverse.)			
(2)									
(3)									
9. DESCRIPTION OF ITEMS OR SERVICES									
ITEM NO.	ITEM OR SERVICE (Include Specifications and Special Instructions)	QUANTITY	UNIT	ESTIMATED COST					
(a)	(e)	(c)	(d)	UNIT	AMOUNT				
	Option to Purchase Land; Parcel #75 MAP BOOK 17-006-7125; City of Portsmouth, VA  Make check payable to:  Sam E. & Sue B. Jones  Check to be mailed to: Commanding Officer USCG Civil Engineering Unit Bldg. 107 Governor's Island New York, NY 10004-5039 ATTN: John J. James				\$18,000.00				
10. ACCOUNTING DATA (Subhead Administrator complete shaded blocks; Accounting Branch complete remaining blocks)						TOTAL			
CHECK APPLICABLE QUARTER <input type="checkbox"/> 1ST QUARTER <input type="checkbox"/> 2ND QUARTER <input type="checkbox"/> 3RD QUARTER <input type="checkbox"/> 4TH QUARTER						\$18,000.00			
TRANSACTION CODE	DOC. TYPE	APPR. CODE	FY (Last digit)	ACCT. PROJECT NO. OR	COST ACCOUNT	OBJECT ACCOUNT	FUNDS AVAILABLE (Initial of Accounting Official)		OBLIGATION AMOUNT
							PROCUREMENT CONTROL NUMBER		
40			2/3/5T/032/00/0/	356200	75130	3211	2494904FAB001		

FORM DOT F 4200.1.1 (3-71)

Figure 12D-24 DOT F-4200.1, Procurement Request